

MULTIMEDIA INSTRUCTIONAL TECHNOLOGY COMMUNICATIONS SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date	Last Action
0000	Multimedia Instructional Technology Communications Assistant	14	210	6 mo.	00/00/00	
0000	Multimedia Instructional Technology Communications Operator	14	210	6 mo.	00/00/00	
0000	Multimedia Instructional Technology Communications Technician	14	210	6 mo.	00/00/00	
0000	Multimedia Instructional Technology Communications Supervisor	14	210	6 mo.	00/00/00	

Promotional Line: 215

Series Narrative

Employees in this series operate, maintain, and repair digital media, mechanical, and lighting equipment used in instructional communications. The employees at the upper level supervise such operations and their engineering practices.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Multimedia Instructional Technology Communications Assistant 0000

Previous classes – Instructional Communications Technical Operator I, Audio-Visual Aids Technician I, Instructional Communications Programmer I, Video Production Assistant

Employees at this level operate and assist in the maintenance of electronic, electrical, mechanical, and lighting equipment used in instructional communications. They work under direct supervision from a designated supervisor.

1. completes set-up and in routine maintenance of equipment and systems
2. assists in the maintenance of stock inventory of replacement parts and supplies needed for equipment and systems
3. assists in the acquisition of audio-visual elements for instructional needs
4. assists in maintaining work and storage areas in an orderly and efficient condition
5. prepares and checks out equipment, systems, and materials for specific presentations, including desired rehearsals
6. maintains schedules for equipment and materials
7. operates equipment for the production and/or duplication of instructional materials
8. receives, files, distributes, retrieves, and stores equipment and materials

9. maintains records and prepares reports on film inspection, film damage, and library location
10. prepares and treats film for storage and use
11. operates projectors, tape recorders, record players, and other equipment provided by the visual aids service

Level II: Multimedia Instructional Technology Communications Operator**0000**

Previous classes – Audio-Visual Aids Technician II, Properties Technician, Instructional Materials Technician I, Instructional Media Systems Technician

Employees at this level operate and assist in the maintenance of electronic, electrical, mechanical, and lighting equipment used in instructional communications. They work under direct supervision from a designated supervisor.

A Multimedia Instructional Technology Communications Assistant typically –

1. operates equipment and systems used in instructional communications
2. prepares and checks out equipment, systems, and materials for specific presentations, including desired rehearsals; distributes, retrieves, and stores equipment and materials
3. arranges for temporary replacement of damaged equipment
4. maintains schedules for equipment and materials; maintains records of student attendance
5. recommends to designated supervisor materials, supplies, procedures, and equipment needed for efficient operation of a particular service
6. assists in the training of student assistants and inexperienced faculty and staff in the operation of equipment and systems in a particular service; assists in the scheduling and training of student assistants for work in service areas; supervises and trains students in the use of instructional materials and services (learning centers, individual study applications, language labs, etc.)
7. prepares and treats film or similar media for storage and use
8. operates equipment provided by the visual aids service, such as projectors, tape recorders, record players, and other equipment
9. assists in working with faculty and students in the planning, preparation, and use of scheduled instructional presentations and individual study units
10. perform duties consistent with lower level of this series

Level III: Multimedia Instructional Technology Communications Technician**0000**

Previous classes – Instructional Communications Technical Operator II, Audio-Visual Aids Technician III, Instructional Communications Programmer II, Instructional Materials Technician II, Instructional Materials Specialist, Musical Instruction Specialist, Video Post-Production Supervisor

Employees at this level assist, operate, maintain, and repair digital media and mechanical equipment used in instructional communications. They work under general supervision from a designated supervisor.

A Multimedia Instructional Technology Communications Technician typically –

1. installs, operates, and maintains instructional media equipment for campus-wide support of instructional media systems
2. responsible for creating and maintaining work-related documentation, maintenance records, inventory records and associated requisitions, and assisting in billing
3. maintains a stock inventory of replacement parts and supplies needed for equipment and systems
4. organizing and maintaining work and storage areas in an orderly and efficient condition
5. receives, catalogs, files, and updates instructional materials used in a particular service
6. acquires and assimilates audio-visual elements for instructional needs
7. recommends replacement and/or major repair of damaged or nonfunctioning equipment and systems, materials, supplies, procedures, and equipment needed for efficient operation of a particular service to the appropriate person; arranges for temporary replacement of damaged equipment
8. works with faculty and students in the planning, preparation, and use of scheduled instructional presentations and individual study units
9. assists in the liaison between various departments with respect to the acquisition and production of elements to be used in instructional presentations and individual study units
10. assists in research projects involving audio-visual equipment
11. sequences audio-visual elements into integrated instructional presentations and individual study units
12. schedules instructional materials, personnel, and facilities to meet instructional needs
13. trains student assistants and staff in the operation of equipment and systems; schedules, trains, and supervises student assistants for work in service areas
14. perform duties consistent with lower level of this series

Level IV: Multimedia Instructional Technology Communications Supervisor

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Previous classes – Instructional Communications Technical Operator III, Audio-Visual Services Manager, Instructional Communications Programmer III, Multimedia Technician, Assistant Chief Instructional Media Systems Engineer, Chief Instructional Media Systems Engineer

Employees at this level supervise the engineering practices and technical operations, maintenance, and repair of an instructional communications unit. They work under direction from a designated supervisor.

A Multimedia Instructional Technology Communications Supervisor typically –

1. supervises and/or directs the operation, maintenance/repair of equipment and systems used in instructional communications
2. supervises and/or directs the instructional media systems maintenance and installation operations

3. supervises and maintains equipment inventory control system; directs the maintenance of a stock inventory of replacement parts and supplies needed for instructional equipment and systems
4. recommends replacement and/or major repair of damaged or nonfunctioning equipment and systems; arranges for temporary replacement of damaged equipment
5. coordinates and supervises the acquisition and assimilation of audio-visual elements for instructional needs
6. coordinates and supervises the preparation and check-out of equipment, systems, and materials for presentations
7. coordinates and supervises the maintenance of work and storage areas
8. coordinates and supervises the sequencing of audio-visual elements into integrated instructional presentations and individual study units
9. acts as liaison between various departments with respect to the acquisition and production of elements to be used in instructional presentations and individual study units
10. coordinates and supervises the scheduling of instructional materials, personnel, and facilities to meet instructional needs
11. coordinates and supervises the acquisition, cataloging, filing, and updating of instructional materials used in a particular service
12. recommends to faculty coordinator materials, supplies, procedures, and equipment needed for efficient operation of a particular service
13. coordinates and supervises activities pertaining to student assistants in service areas
14. checks and makes recommendations and architectural-style specifications for engineering and installing instructional media equipment and systems
15. observes operations to assure that equipment is working at maximum efficiency and in accordance with Federal Communications Commission regulations, when applicable
16. consults with instructional systems designers on applicable roles and functions of audio-visual aids
17. coordinates and directs an instructional materials library, an instructional materials laboratory, and an audio-visual equipment service center
18. is responsible for cost records, which can be used to estimate operational budget for future years
19. instructs engineers and technicians in the use of specialized electronic instruments
20. supervises technical and clerical subordinates as assigned
21. directs the scheduling of equipment and materials
22. directs the distribution, retrieval, and storage of equipment and materials at necessary locations for instructional communications

23. directs the training of student assistants and inexperienced faculty and staff in the operation of equipment and systems
24. coordinates and supervises the maintenance of records of student attendance and use of materials and services for instruction
25. directs the operation of equipment for the production and/or duplication of instructional materials
26. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Multimedia Instructional Technology Communications Assistant 0000
Previous classes – Instructional Communications Technical Operator I, Audio-Visual Aids Technician I, Instructional Communications Programmer I, Video Production Assistant

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. knowledge of function and operation of all types of instructional communication equipment
2. skill in the operation and maintenance of instructional communications equipment
3. ability to carry heavy equipment
4. ability to drive a motor vehicle
5. mechanical ability

Level II: Multimedia Instructional Technology Communications Operator 0000
Previous classes – Audio-Visual Aids Technician II, Properties Technician, Instructional Materials Technician I, Instructional Media Systems Technician

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one or any combination of the following, totaling one (1) year (12 months), from the categories below:
 - a. training in technical school for electronics, armed services electronics training school factory electronics and/or mechanical service school
 - b. college courses relating to the operation and use of instructional communications equipment or a closely related field
 - 30 semester hours equals 6 months
 - 60 semester hours equals 12 months
 - c. work experience in the operation and maintenance of instructional communications equipment

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. knowledge of the theory and practice of instructional communications equipment
2. knowledge of electronic circuitry
3. knowledge of function and operation of all types of instructional communication equipment
4. knowledge of routine office software such as word processing, spread sheets, and/or databases
5. knowledge of electronic theory
6. skill in the operation and maintenance of instructional communications equipment
7. skill in trouble-shooting and repairing
8. ability to communicate effectively orally and in writing
9. ability to analyze schematic diagrams in practical application of theory
10. ability to carry heavy equipment
11. ability to drive a motor vehicle
12. ability to enter data in and work with advanced database systems
13. ability to work with calendaring systems to track educational space usage
14. mechanical ability

Level III: Multimedia Instructional Technology Communications Technician**0000**

Previous classes – Instructional Communications Technical Operator II, Audio-Visual Aids Technician III, Instructional Communications Programmer II, Instructional Materials Technician II, Instructional Materials Specialist, Musical Instruction Specialist, Video Post-Production Supervisor

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one or any combination of the following, totaling **one (1) year (12 months)**, from the categories below:
 - a. training in technical school for electronics, armed services electronics training school, factory electronics and/or mechanical service school
 - b. college courses relating to the operation and use of instructional communications equipment or a closely related field
 - 30 semester hours equals 6 months
 - 60 semester hours equals 12 months
 - 90 semester hours equals 24 months
 - c. work experience in the operation and maintenance of instructional communications equipment

2. **One (1) year (12 months)** of work experience comparable to Level I of this series

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. knowledge of electronic circuitry
2. knowledge of function and operation of all types of instructional communication equipment
3. knowledge of routine office software such as word processing, spread sheets, and/or databases
4. knowledge of electronic theory
5. knowledge of microfilm/fiche machines
6. knowledge of printing, laminating, stenciling, dry mounting and other signage
7. knowledge of budgeting
8. skill in the operation and maintenance of instructional communications equipment
9. skill in trouble-shooting and repairing
10. ability to communicate effectively orally and in writing
11. ability to analyze schematic diagrams in practical application of theory
12. ability to carry heavy equipment
13. ability to drive a motor vehicle
14. ability to enter data in and work with advanced database systems
15. ability to work with calendaring systems to track educational space usage
16. mechanical ability

Level IV: Multimedia Instructional Technology Communications Supervisor

0000

Previous classes – Instructional Communications Technical Operator III, Audio-Visual Services Manager, Instructional Communications Programmer III, Multimedia Technician, Assistant Chief Instructional Media Systems Engineer, Chief Instructional Media Systems Engineer

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one or any combination of the following, totaling **one year (12 months)**, from the categories below:
 - a. training in technical school for electronics, armed services, electronics training school, factory electronics and/or mechanical service school
 - b. college courses relating to the operation and use of instructional communications equipment or a closely related field

- 30 semester hours equals 6 months
 - 60 semester hours equals 12 months
 - 90 semester hours equals 24 months
- c. work experience in the operation and maintenance of instructional communications equipment
2. **Two (2) years (24 months)** of experience in the operation and maintenance of instructional communications equipment comparable to the next lower level of this series

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

1. knowledge of the theory and practice of instructional communications equipment
2. knowledge of radio-television production operations, field operations and editing equipment, mechanical operations and efficient workmanship procedures, logistics and organization
3. knowledge of cinema, photo, audio, video and related processes and techniques and equipment
4. knowledge of cross-platform multimedia technologies and their application
5. knowledge of media formats and their application
6. knowledge of instructional materials preparation, including motion pictures and still photography, projectuals, visual copying, and sound recording
7. extensive knowledge of instructional patterns of audio-visual practices and equipment utilization practices in higher education
8. knowledge of instructional materials information retrieval and acquisition procedures
9. knowledge of all phases of film maintenance
10. knowledge of the methods of film library operation
11. skill in the care of film and the repair and maintenance of audio-visual equipment
12. skill in the operation and maintenance of instructional communications equipment
13. ability to communicate effectively orally and in writing
14. ability to organize and prioritize department preventative maintenance program and repair
15. ability to produce, distribute and assimilate cross-platform instructional multimedia materials
16. supervisory ability
17. administrative ability